

**ALABAMA STATE BAR
EXECUTIVE DIRECTOR MANAGEMENT/SUCCESSION PLAN**

PURPOSE: To formalize the process for administering the Alabama State Bar in the event of the executive director's sudden death, departure, incapacitation, or extended absence. This plan is intended to alleviate the need for an "acting" or "interim" executive director. This plan is not intended as a substitute for having an executive director/chief staff executive. It is designed for implementation only during an interim period or during a transition between executive directors.

MANAGEMENT TEAM: The Management Team shall consist of the General Counsel, Director of Programs and Director of Communications. All administrative issues not specifically designated below shall be handled in a manner determined by the majority vote of the Management Team. General Counsel shall serve as chair, with full voting rights, of the Management Team.

SPECIFIC DELEGATIONS OF AUTHORITY:

1. Departmental Functions: Each department (General Counsel's Office, Membership Department, Admissions Office, Administrative Department, Programs Department, Bookkeeping Department, Communications Department) head shall have general supervision and control of the departmental functions previously delegated to that department. The authority to hire or fire shall be subject to the concurrence of the Management Team.
2. **Personnel Administration:**
 - a. The Executive Council shall set salaries for all personnel during the period of this plan.
 - b. The Management Team shall have the authority to hire or fire support staff with the concurrence of the supervising department head.
 - c. The Management Team shall have the authority to hire or fire department heads for extreme misconduct or derogation of duty with the concurrence of the Executive Council.
 - d. Determination of personnel policies shall be subject to concurrence of the Executive Council and, when appropriate, the Board of Bar Commissioners.

3. **Board of Bar Commissioners Support:** The General Counsel shall serve as liaison to the Board of Bar Commissioners including setting the commission meeting agendas, preparation of meeting materials, minutes, correspondence and implementation of policy decisions.
4. **Financial Administration:** The Director of Programs shall serve as the Chief Financial Officer, including the preparation of budgets and financial reports, supervision of investments, cash flow, purchasing and enforcement of expense policies. The Director of Programs shall have signature authority on bank accounts.
5. **Contract Authority:** Except as otherwise specifically delegated, the General Counsel shall have contractual authority for the Alabama State Bar.
6. **Spokesperson:** The Director of Communications, with counsel and concurrence of the Management Team shall respond to media inquiries when necessary.
7. **Rules and Policies:** Insofar as rules or policies of the Alabama State Bar call for action by the Executive Director, e.g., the release of confidential information or certification of bar examination applicants, the Director of Programs shall be authorized to sign as "Acting Executive Director" or "Acting Secretary of the Board of Bar Examiners."